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Scholarly Communications Work Team Essence
Notes

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Scholarly Communications Work Team Meeting

Minutes for June 20, 2016 (4:00-5:00)

- **Attendance:** Ashley Lowery, Jessica Garner, Fred Smith, Lori Gwinett, Clement Lau, Lisa Smith, Ruth Baker, Jeff Mortimore, Krystal King, and Jessica Minihan
- **Notes Prepared By:** Krystal King
- **Executive Summary:** Ashley began the meeting by handing out an executive summary of the Scholarly Communications Work Team to meeting attendees. The Executive Summary listed accomplishments, future plans, and goals. While everyone reviewed the handout, Ashley provided an update of the one millionth download per Ruth's inquiry. Ashley is working with the Office of Marketing & Communications on the promotion of the one millionth download.
- **Team Goals:** Jeff and Clement lead the discussion about department goals and goals of the Scholarly Communications Team. Clement raised the point that goals decided upon in the meeting can be passed on to their appropriate department. Jeff mentioned the "visibility study" from the Assessment Work Team. The Institutional Effectiveness Plan and implementation strategies were also discussed. Ashley reviewed what is included in Digital Commons' Annual report to distinguish between the team's goals and D.C.'s goals. Then she went over the Team Charge. Jessica Garner provided a summary of the group's discussion. The Team decided the existing goals matched the Charge, tabled further discussion until the next meeting. The Team decided the only edit to the Executive Summary was to change "Future Goals" to "Implementation Strategies"
- **Chair Vote:** Ashley called for a vote for the 2016-2017 Chair and Co-Chair of the Scholarly Communications Team. Ashley was re-elected as Chair with Jeff Mortimore as her Co-Chair.
- **Open House:** Fred asked for an update about the Colleges' Mid Meeting Breaks. Ashley stated that Dean Bede Mitchell suggested to the other deans that the library host their Colleges' Mid Meeting Breaks. Hosting would include providing refreshments in exchange for the opportunity to hand out information. So far, none of the deans have officially said yes but it is still a possibility. The Team will continue with their open houses as scheduled and host the Colleges' Mid Meeting Breaks if requested. Jeff said they are similar to the Open House, but have a different format. Ashley went over a spreadsheet that categorized our target audience by building, college, department, and number of possible attendees. Clement inquired about the first Open House; Ruth, Jeff,

and Ashley provided an update for the Open House that took place in the IT Building Spring 2016. Lisa mentioned the new and old Biology Buildings; additionally she asked about Kinesiology and finding out about New Faculty. Krystal asked Lori about the Carroll Building. Jessica Garner mentioned the two types of presentations for Open House. Lori requested the Open House budget. Ashley stated that she will ask Bede for the budget, but it only requires refreshments to be bought. Ashley brought the team to a vote for the number of Open Houses we want to pursue in the Fall; the team voted for two.

- **Site layout:** Ashley stated that the links on the Digital Commons@Georgia Southern homepage will be converted to drop-down menus after bepress confirmed that they can make them large. She then asked where we thought the discipline wheel should go on the home page: leave it alone or move to the sidebar. It was voted to be moved to the sidebar with an update once a year or once a semester depending on feasibility.
- **Future:** The Team will review how the I. E. framework fits in with the Scholarly Communications charge. Ashley will create a mock rotating schedule for the traveling Open House to be reviewed and finalized. She is also going to contact Bepress to determine how often we may update the circle in the sidebar. Additionally, a strategy to obtain Curriculum Vitae is going to be explored.